

ATTACHMENT I

INSTRUCTIONS FOR COMPLETING FORM NO. 30-11, REQUEST FOR THE APPROVAL OF FORMS

The following instructions are keyed to the items appearing on Form No. 30-11. Certain items which are self-explanatory have not been included in the text of the instructions.

1. From (Office) - The Office of Personnel plus the Staff or Division and Branch initiating the proposal for new or revised form material will be noted.
2. Name of Person to Contact - The name of the individual most familiar with the proposed material should be recorded in this item.
3. Brief Descriptive Title of Proposed Form - Since this item often reflects the title used for the final printed forms, it is important that the brief descriptive title be meaningful and at the same time distinctive enough to aid in differentiating the form from the many other forms used by the Agency.
4. Estimated Monthly Usage - This item should indicate a careful estimate of the actual number of copies that will be used during a one-month period. An exact figure would be difficult to estimate, of course, but the average number to be used can usually be determined. Care should be given to completion of this item since the number of forms to be printed will be calculated from the estimated monthly usage.
5. Unit, Section and/or Division Procedurally Initiating Proposed Form - Refers to the component which will utilize the printed form. If more than one component will initiate the form, this will be noted.
6. Other Interested Offices or Agencies - If other Staffs or Divisions of the Office of Personnel have a direct interest in the use of the proposed material, this fact will be recorded. In addition, interested Agency components other than this Office will be noted without exception. Approval of proposed form material is often dependent on coordination with all interested parties, based on the nature of the form.
7. Coordinated for Standardized Application - Applies to both internal coordination within the Office of Personnel and to coordination with other Agency components, as appropriate. Certain proposed forms do not require coordination in the sense of this item if they are for strict internal application within a Staff or Division.

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8. Concurrences (Intra-Agency Offices or Officials) - Should indicate all parties concurring in the use of the proposed form material.
9. Indicate Briefly What the Proposed Form Will Accomplish or Provide - The information provided by this item is the most important information presented in respect to gaining approval for a proposed form. In completing the item, it should be assumed that officials receiving the accomplished Form No. 30-11 are not familiar with the proposed material or the procedures relating to it. A detailed statement, therefore, is desirable. If possible, a copy of new or revised written procedures should be attached to the Request for the Approval of Forms.
10. No. of Copies Prepared at One Writing - Components to which the forms are to be transmitted will be recorded under "Routed To". The purpose for the transmittal will be indicated under "Purpose Served by Routing". In the event that a form is retained by the originating office, the word "retained" should be noted under "Routed To" and the purpose served by retention under "Purpose Served by Routing".
11. Method of Writing - Each method to be used will be noted by checking the appropriate box(es). This information is one of the factors considered when specifications are made for the type of paper to be used for reproduction of the form material.
12. Type of File - The appropriate box will be checked. The type of file to be utilized for any given form will determine, in most cases, the need for perforation, punching, permanency and weight of paper, etc., required for printing of the form material.
13. Remarks - May be used for continuation of any of the above items or for providing any additional data pertinent to approval and/or reproduction of the proposed material.
14. Signature - Upon completion of Form No. 30-11, the Staff or Division Chief initiating the request will sign both copies as authenticating officer.

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|--|----------------------------------|---|--|--------------------------------|
| <b>REQUEST FOR THE APPROVAL OF FORMS</b><br><small>[SEE FORMS REQUISITIONING PROCEDURE IN<br/>REGULATIONS]</small><br><b>COMPLETE IN DETAIL - SUBMIT IN ORIGINAL ONLY</b>  |                                  | <b>THIS SPACE FOR RECORDS MANAGEMENT USE ONLY</b><br><b>APPROVED FORM TITLE</b> |  |                                |
|  |                                  | FORM NO.  | CODE NO.   | DATE APPROVED                  |
| <b>TO:</b> Records Management and Distribution Branch<br>Room 126, Bldg. [REDACTED]  |                                  | <b>THIS DATE</b>  |  |                                |
| <b>FROM:</b><br>(Office)   | <b>NAME OF PERSON TO CONTACT</b> |   | <b>ROOM NO. AND BLDG.</b>  | <b>TELEPHONE</b>               |
| <b>BASIC APPROVAL DATA</b>   |                                  |   |  |                                |
| <b>BRIEF DESCRIPTIVE TITLE OF PROPOSED FORM</b>  |                                  |   | <input type="checkbox"/> NEW FORM<br><input type="checkbox"/> REVISION   | <b>ESTIMATED MONTHLY USAGE</b> |
| <b>FORM NO. OF EACH CURRENT FORM SUPERSEDED</b>  |                                  |   | <b>SUPPLY OF CURRENT FORMS</b><br><input type="checkbox"/> TO BE USED <input type="checkbox"/> *NOT TO BE USED |                                |
| <b>UNIT, SECTION AND/OR DIVISION PROCEDURALLY INITIATING PROPOSED FORM OR MAINTAINING RECORDS THEREON</b>  |                                  |   |  |                                |
| <b>OTHER INTERESTED OFFICES OR AGENCIES</b>  |                                  |   |  |                                |
| <b>COORDINATED FOR STANDARDIZED APPLICATION</b><br><input type="checkbox"/> YES <input type="checkbox"/> NO  |                                  | <b>CONCURRENCES (INTRA-AGENCY OFFICES OR OFFICIALS)</b>                         |  |                                |
| <b>INDICATE BRIEFLY WHAT THE PROPOSED FORM WILL ACCOMPLISH OR PROVIDE ATTACH ONE COPY OF NEW OR REVISED PROCEDURE</b>  |                                  |   |  |                                |
| <b>NO. OF COPIES PREPARED AT ONE WRITING</b>   |                                  |   |  |                                |
| <b>COPY</b>  | <b>ROUTED TO</b>                 | <b>PURPOSE SERVED BY ROUTING</b>  |  |                                |
| 1. (orig.)   |                                  |   |  |                                |
| 2.   |                                  |   |  |                                |
| 3.   |                                  |   |  |                                |
| 4.   |                                  |   |  |                                |
| 5.   |                                  |   |  |                                |
| 6.   |                                  |   |  |                                |
| 7.   |                                  |   |  |                                |
| 8.   |                                  |   |  |                                |
| 9.   |                                  |   |  |                                |
| 10.  |                                  |   |  |                                |
| <b>METHOD OF WRITING</b> <input type="checkbox"/> PENCIL <input type="checkbox"/> PEN <input type="checkbox"/> TYPEWRITER <input type="checkbox"/> OTHER (Specify)   |                                  |   |  |                                |
| <b>TYPE OF FILE</b> <input type="checkbox"/> FOLDER (PRESS FASTENER) <input type="checkbox"/> BINDER (3 RING) <input type="checkbox"/> VERTICAL <input type="checkbox"/> OTHER (Specify)<br><input type="checkbox"/> FOLDER (LOOSE OR STAPLED) <input type="checkbox"/> BINDER (POST) <input type="checkbox"/> VISIBLE |                                  |   |  |                                |
| <b>Remarks:</b>  |                                  |   |  |                                |
|  |                                  |   | <b>Signature</b> _____   |                                |
|  |                                  |   | <b>Telephone</b> _____   |                                |
| <small>*SUPPLIES OF OBSOLETE FORMS SHOULD BE FORWARDED TO THE SUPPLY DEPARTMENT</small>  |                                  |   |  |                                |